

**SPRING CITY BOROUGH COUNCIL MEETING  
MARCH 1, 2021**

**CALL TO ORDER**

President Shaner called the meeting to order and lead the pledge of allegiance to the Flag.

**ATTENDANCE**

Council members Bauman, Brown, Burns, Kern, Miskiewicz, Shaner and Sweeney were present, along with Mayor Donna Kern, Solicitor Matt Hovey, Borough Manager Dennis Rittenhouse, and Assistant Borough Manager Kisha Tyler.

**APPROVAL OF THE FEBRUARY 1, 2021 COUNCIL MEETING MINUTES**

Motion made by Mr. Brown to approve the February 1, 2021 minutes; motion seconded by Mr. Burns. All in favor, motion carried.

**MAYOR**

Mayor Kern reported that 4 snow emergencies were declared, and she commended the streets department for the plowing and salting, the police department for their efforts, and the residents for their patience during the snowstorms. She is hopeful that community events can resume this spring and summer. She also encouraged residents to continue wearing masks, practice social distancing and consider getting the covid-19 vaccination.

**COMMITTEE REPORTS**

**Streets and Utilities:** Mr. Rittenhouse reported that **72 tons of refuse** was transported to the landfill and **0.7 tons of yard waste** was collected curbside. The borough streets were plowed and salted, and sidewalks cleared on all borough properties during the snow events. The front-end loader needed routine maintenance, the motor pump for the plow on the 1978 GMC dump truck had to be repaired, the manifold and exhaust on the 2011 Ford dump truck had to be repaired and its salt spreader hose was replaced. The 2018 Chevy pickup truck sustained front bumper damage from a minor mishap at the Gay Street compound, no other vehicles were involved.

**Sanitation and Surface Water:** Mr. Bauman reported that the monthly flow for February was **373,000 gallons per day**, with the maximum flow of 830,000 gallons occurring on February 17th. All routine maintenance was performed by the plant operator. The severe cold weather caused a line to a digester to freeze, resulting in the use of only one of the digesters for about a week. A broken shear pin was replaced on the #4 clarifier.

**Police:** Mr. Kern read the February report provided by Chief White. Total calls 196; traffic 13; miscellaneous 47; parking complaints 31; medical emergency 19; assist other departments 14; domestic dispute 3; theft 4; disturbance 11; suspicious person 5; vehicle lockout 2; harassment 1; abandon/repo vehicle 9; alarm 3; noise complaint 5; animal complaint 2; criminal trespass/burglary 1; well being check 6; accidents 8; public drunkenness 1; DUI 1; warrant service 1; fire 1; simple assault 3; aggravated assault 2; sexual assault 1; traffic citations 11; parking tickets 37; non-traffic citations 3; criminal arrest 2.

Miles patrolled:

Car 1401 (2019 Charger) 1,581 miles

Car 1402 (2015 Charger) 34 miles

Gasoline Usage

Car 1401 (2019 Charger) 250.1 gallons

Car 1402 (2015 Charger) 0 gallons

**Police Committee:** Mr. Kern read the report from the committee's February 18, 2021 meeting. The police department received equipment purchased through a County to aid in covid-19 precautions (thermal temperature camera, forehead thermometers, and a machine to clean the vehicles, holding cell and office). Ticketing and towing of vehicles during the snow emergencies, adding "cross traffic does not stop" to the stop signs on Wall Street and Pikeland Avenue; and the feasibility of a traffic mirror to help with visibility at the corner of Bridge and Church Streets were topics discussed at their meeting.

Mr. Sweeney asked for details on a police vehicle accident that he had no prior knowledge of. Mayor Kern said an officer hit a deer on Route 113 while out on official business. Mr. Sweeney also asked why cars were not being towed from snow emergency routes as required by the ordinance. Mayor Kern will discuss the matter with the chief.

Dennis Rittenhouse said he is waiting for a police report from an accident that damaged a lamp post 2 weeks ago.

**Zoning, Housing and Property:** Mr. Rittenhouse reported that 7 permits were issued in February; fees collected = \$1,588.00; estimated cost of construction = \$50,500.00

**Park and Recreation:** Mr. Sweeney gave a report of the February 18, 2021 meeting. The Easter Egg hunt is scheduled for March 27 (rain date March 28); participants will have a personal hunt area to allow for social distancing; pre-registration is required via the website and Facebook; to date 114 participants have signed up. The business association is providing candy and treats for the children.

**Library:** It was mentioned by Mr. Kern that the Spring City Library is not open to the public for browsing but is providing curbside pickup of materials reserved via their website.

**Financial Reports:** Posted.

**APPROVAL OF THE REPORTS**

Motion made by Mr. Bauman to approve the reports as submitted; motion seconded by Mr. Kern. All in favor, motion carried. All reports are on file at Borough Hall.

Mr. Brown asked about ownership and operation of Spring City Pool. Mr. Rittenhouse explained that the pool is owned by the borough and operated by The Odd Fellows. The organization will not be opening the pool this summer and they want to discuss termination of the lease at the April council meeting. Mr. Brown thinks the pool should be open this summer.

## **UNFINISHED BUSINESS**

### **1. Parking Lot Improvement Project**

Project consultant Drew Sonntag reported that the county grant agreement was discussed by the commission at their February meeting. He also advised that the survey revealed a smaller lot width than expected and variances may be required. They also found that an underground culvert had been covered over making it difficult to verify its location, depth, and structural integrity. The culvert will be disclosed in the bid documents. Mr. Rittenhouse said there are photos of the 100+ year old brick culvert in his sewer project files. Everyone agreed that the condition of the culvert should be determined prior to construction. It is anticipated that bids will be advertised this fall for construction in the spring of 2022.

### **2. Obtaining a Temporary Construction Easement for MS4 Stream Restoration at Yost Creek.**

Mr. Hovey explained that the state-mandated project must be completed by June 30, 2021. An easement is needed on the property at the corner of Cedar Street and Heckel Avenue. The property owner is in Israel and communications with him have stopped for reasons unknown. Mr. Hovey believes that an official letter should get his attention, otherwise the process of eminent domain will need to be imposed for the easement area (not for the entire property). Mr. Hovey will provide an update at the April council meeting.

### **3. Police Officer Disciplinary Grievance Matter**

Motion made by Mr. Kern to accept the settlement agreement for the police officer disciplinary grievance matter. The motion was seconded by Mr. Shaner. All in favor, motion carried.

### **4. Comcast Franchise Agreement**

Mr. Hovey advised council that the current franchise agreement does not expire until 2023, and negotiations start about 6 months prior. The current agreement is at 5%, which is the maximum permitted under the Federal Telecommunications Act. The renewal is typically a 10-year extension. The franchise agreement does not regulate what Comcast charges its customers. Regarding Verizon, Mr. Rittenhouse said an agreement was prepared years ago, but Verizon chose not to move forward. Mr. Sweeney asked the solicitor to prepare a written statement advising residents that the borough is not Comcast exclusive.

## **NEW BUSINESS**

### **1. Resolution 2021-05 Pennsylvania 811 Safe Digging Month**

Ms. Tyler read a resolution supporting the Pennsylvania 811 safe digging initiative. Motion made by Mr. Bauman to approve the resolution; motion seconded by Mr. Kern. All in favor, motion carried.

## **READING OF THE PAYMENT OF THE BILLS**

**General Account: (Office)** Black/Laskey Group \$613.00; AT&T \$118.66; PECO \$322.64; Universal Mailing Automation \$2,289.30; H.A. Berkheimer Inc. \$83.75; ADS \$511.65; Wolf Baldwin & Associates \$1,080.00; Cigna \$91.20; TP Trailers Inc. \$1,533.70; **Total \$4,643.90. (Streets)**



Advance Auto Parts \$167.73; PECO \$151.49; Chester County Solid Waste Authority \$3,587.62; Little's \$1,739.50; Eastern Salt Company \$6,640.56; AJ Blosenski Inc. \$7,903.25; AirGas \$27.60; **Total \$20,217.75. (Police)** AT&T \$64.28; deCordre Automotive \$126.52; Crystal Springs \$63.84; Davidheiser's Inc. \$72.00; Metropolitan Communications \$9,844.00; Hess Uniforms \$380.20; Witmer Police Safety Group \$299.88; Chester County Police Chiefs Association \$75.00; Wolf Baldwin & Associates \$912.00; PAWC \$610.38; **Total \$11,837.72**

**Sewer Account:** MJ Reider Associates \$1,562.00; PECO \$2,971.25; Franc Environmental \$3,212.00; Plott's Energy \$359.00; EEMA \$2,686.04; Cristal Springs \$8.99; Staples \$424.36; PAWC \$72.93; AJ Blosenski \$525.00, JC Ehrlich \$66.00; Kappe Associates \$11,612.00; MuniBilling \$38.29; **Total \$23,127.82**

**Street Light Fund:** PECO \$5,021.06; **Total \$5,021.06**

**Building and Property Fund:** ServPro \$372.00; Crystal Springs \$26.62; **Total \$398.62**

**Planning, Zoning and Housing Fund:** Motley Associates \$1,494.00 and \$1,189.64; Wolf, Baldwin & Associates \$195.00; **Total \$2,878.64**

**CRP Consulting Fund:** URDC \$8,390.00; **Total \$8,390.00**

**Park and Recreation Fund:** PECO \$97.76; **Total \$97.76**

**Engineering and Consulting Fund:** Mockenhaupt Benefits Group \$1,900.00; **Total \$1,900.00**

Motion made by Mr. Burns to accept the bills paid as submitted; the motion was seconded by Mr. Sweeney. All in favor, motion carried.

#### **ANNOUNCEMENTS**

Mr. Shaner announced the March meeting schedule: **Sewer Committee** 03-11-2021 at 6:30 pm; **Planning Commission** 03-17-2021 at 6:30 pm; **Park and Recreation Committee** 03-18-2021 at 6:00 pm; **Police Committee** 03-18-2021 at 6:30 pm; **Finance and Ordinance Committee** 03-24-2021 at 6:30 pm.

The April **Borough Council** meeting will be held on 04-06-2021 (Tuesday) at 7:00 pm due to the Easter Monday holiday.

#### **ADJOURNMENT**

There being no further business, a motion was made by Mr. Sweeney to adjourn the meeting. The motion was seconded by Mr. Bauman. All in favor, the meeting was adjourned.

*Respectfully submitted by*

*Kisha Tyler, Assistant Borough Manager*

**FINANCIAL REPORT FOR THE MONTH OF  
FEBRUARY 2021**

The following figures represent the balance in each Department as appropriated in the 2021 Budget.

<b><u>GENERAL GOVERNMENT</u></b>		<b><u>% UNSPENT</u></b>
General Government	\$166,252.60	81%
Protection to Persons and Property	\$411,488.08	85%
Planning, Zoning and Housing	\$238,237.22	98%
Streets and Highways	\$477,074.60	91%
Street Repaving	\$262,746.00	100%
Parks and Recreation	\$ 33,239.05	99%
Insurance	\$ 64,481.00	87%
Street Lighting	\$ 44,787.45	81%
Library	\$ 15,000.00	100%
Liberty Fire Company	\$ 30,000.00	100%
Association Dues and Expenses	\$ 2,100.00	100%
Building and Property	\$ 47,991.80	96%
1% Tax Collection	\$ 4,471.45	90%
OPT Tax Collection	\$ 250.00	100%
Workers' Compensation	\$ 32,687.00	95%
Engineering and Consulting	\$ 29,664.00	86%
CRP Grant Consulting	\$ 31,564.00	100%
 <b><u>SEWER ACCOUNT</u></b>	 \$757,016.21	 92%

This report reflects all wages and bills paid through February 28, 2021.

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business February 28, 2021

**GENERAL FUND**

**General Fund Receipts**

Berkheimer Associates E.I.T.	\$ 31,327.94
Trash Collection Fees	\$ 29,270.77
Accident Reports	\$ 75.00
Bulk Pickups	\$ 310.00
Building Permits	\$ 1,588.00
Berkheimer OPT	\$ 53.90
Realty Transfer Tax	\$ 7,348.04
Local Fines	\$ 308.59
County Fines	\$ 38.49
Lease Dwelling Fees	\$ 269.80
U&O Inspections	\$ 100.00
Trash Certs	\$ 112.00
Dumpster Permits	\$ 300.00
Taxes	\$ 1,837.35
Parking Tickets	<u>\$ 385.00</u>

Total Deposits \$ 73,324.88

**Withdrawals:**

By Orders #30110 – 30140  
#15557 – 15581 \$ 97,099.75

Intra Fund Transfer \$ 0.00

**Balance on Account – Checking \$ 48,424.84**



# Tax Collector's Monthly Report to Taxing District

Taxes Included **SPRING CITY BOROUGH TAX / BOROUGH PER CAPITA / OCCUPATION TAX**

For The Month of : 1/26/2021 00:00:00 To 2/23/2021 23:59:59

	Municipal/County			School			Per Capita	Others	Totals
A. Collections	Current	Interim	Other	Current	Interim	Interim/Other			
1. Balance Collectable -Beginning of the Month	\$611,812.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,865.00	\$17,846.25	\$643,523.78
2A. Additions: During the Month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$611,812.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,865.00	\$17,846.25	\$643,523.78
4. Less: Face Collections for the month	\$41,017.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,188.75	\$43,306.60
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	\$306.25	\$531.25
6. Less: Exoneration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Less: Liens/ Non-lienable Installments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Balance Collectable -End of the Month	\$570,794.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,540.00	\$16,351.25	\$599,685.93
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$41,017.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,188.75	\$43,306.60
10. Plus: Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11. Less: Discounts	\$820.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00	\$24.21	\$866.57
12. Total Cash Collected Per Column	\$40,197.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,078.00	\$1,164.54	\$42,440.03
13. Total Cash Collected All Columns									



C. Payments w/ Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
02/06/2021		\$4,766.29
02/10/2021		\$15,466.23
02/14/2021		\$502.34
02/21/2021		\$21,734.81
02/23/2021		\$12.08
TOTAL		<b>\$42,481.75</b>

15. Amount Paid with this report Applicable to this reporting Month

TOTAL

16. Total Remitted this Month

TOTAL

\$42,481.75

17. Total Other Credits and Adjustments

Parcel #	Name	Amount
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18. Interest Earnings (If applicable) \$

Carryover from Previous Month	Taxing District Use (Optional)
Amount Collected this Month	
Less Amount Paid This Month	
Ending Balance	

Tax Collector

Date

I Verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month

Received by (taxing district)

Title:

Date:

# MTS Collection Summary

	Current Tax	Interim Tax	
Face Amount		\$43,306.60	\$0.00
Discount Amount		\$866.57	\$0.00
Penalties Amount		\$0.00	\$0.00
Refunds Payments Collected to be returned		\$0.00	\$0.00
Exoneration Refunds (for payments made on previous monthly reports, not part of any calculations)			
Total Over/Under Paid		\$41.72	\$0.00
Total Deposit (Including Refunds)			\$42,440.03
Adjusted Total Cash Collected			\$42,481.75
Bounced Checks - Deposits Reversed by Bank for insufficient funding			
			\$0.00

Collection Statistics	Face Current	Disc/Pen Cui	Face Interim	Disc/Pen Int	Face Total	Disc/Pen Total	Total
Face Amount Collected in Discount	\$43,306.60	\$866.57	\$0.00	\$0.00	\$43,306.60	\$866.57	\$42,440.03
Face Amount Collected in Face	\$0.00		\$0.00		\$0.00		\$0.00
Face Amount Collected in Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$42,440.03							

Commission	Municipal/County		School			Per Capita	Others
	Current	Interim	Current	Interim	Interim/Other		
12. Total Cash Collected Per Column	\$ 40,197.49	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,078.00	
Commission Rate							
Monthly Commission per column							